Frequently Asked Questions About Submitting an Application

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Can I examine study section rosters and suggest a study section to review my application?

Rosters are routinely posted on CSR's Web site. Applicants may review them and suggest in a cover letter that a particular Integrated Review Group (IRG) or study section review their applications and/or list the scientific areas critical to understanding their application. It is very helpful to identify multidisciplinary applications and to make clear the main disciplinary or methodological thrust of the application. It is NOT APPROPRIATE to include a list of potential reviewers by name. Such individuals will generally be considered ineligible for consideration as reviewers. It is appropriate to mention individuals by name with whom there is a conflict of interest and who should not be considered as reviewers. CSR provides the referral guidelines for assignment to IRGs and study sections on its Web site. Applicants may wish to contact Scientific Review Administrators or CSR's Division of Research Grants (301-435-0715) with specific questions about a potential assignment.

Applicants may also suggest the NIH Institutes or Centers most likely to be interested in the scientific area to be studied. If the investigator has discussed the application with a specific program director, this information should be included in a cover letter.

When exactly is my application due?

Receipt dates and policy information are available via the Grants Information Web site maintained by the NIH Office of Extramural Research. If a receipt date falls on a weekend or holiday, the receipt date is the following business day. Unsolicited investigator-initiated applications must be post-marked or courier-dated on or before the published receipt date. Solicited applications—those in response to RFAs or PARs—must be received before or on the receipt date.

What is your mailing address? Can I deliver my application myself?

The mailing address for submitting competing grant applications is Center for Scientific Review, National Institutes of Health, 6701 Rockledge Drive, Room 1040, Bethesda, Maryland 20892-7710. CSR no longer accepts applications delivered by individuals. For all courier deliveries—UPS, DHL, FedEx, Airborne, etc.—use the zip code 20817 and phone number 301 435-0715. Please do not send any other

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The Keys to Producing a Successful Application

- Start Early
- Check CSR and NIH Grants Information Web sites
- Work with Your Institution's Grants Office
- Talk with NIH Program Staff
- Read the Instructions
- Observe All Format Requirements
- Know the Review Criteria (R01 Applications):
  - Significance
  - Approach
  - Innovation
  - Investigator

materials—IACUC approvals, application updates, etc.—to this address as they may not reach their intended destination.

Can I submit a late application?

Permission is not given in advance for a late application. If an application is submitted after the required date, it must be accompanied by a cover letter explaining the reasons for the delay. Late applications are handled on an individual basis, considering the length of delay and the reasons provided. It is generally not possible to accommodate late applications for RFAs or other special receipt dates. Contacting CSR's Division of Receipt and Referral staff, review staff, or Institute program staff in advance will not result in permission to submit a late application.

Can I update my application?

You may be able to update your application if you made an error in assembling it or if you have new data relevant to your research proposal. Once you receive your assignment notification letter, you should contact the assigned Scientific Review Administrator to determine how you may update your application. You should receive this letter within 6 weeks of the receipt date. However, if you think the new information you want to provide could affect the assignment of your application to a review group or NIH Institute, please contact the CSR Division of Receipt and Referral at 301 435-0715.

When will I receive word about my application?

You will receive a letter notifying you that CSR has received and assigned your application to a scientific review group and Institute within 6 weeks of the submission deadline. If you do not receive this letter by 6 weeks, please contact the CSR Division of Receipt and Referral at 301 435-0715. If you wish to confirm delivery of your application sooner, please contact your delivery service.

Where can I go with additional questions?

The NIH Office of Extramural Research Grants (OER) Web page provides a wealth of information on funding opportunities, grant application forms, instructions, and policies. It also operates the NIH GrantsInfo service, which can be contacted via e-mail (grantsinfo@nih.gov) or phone (301 435-0714). In addition, the OER Web site provides information on the peer review policies and procedures pertaining to all NIH components that conduct peer reviews.

CSR provides information on the application submission, referral, and review processes on its Resources For Applicants Web page and its Study Section Information Web page, which includes additional information on the application submission and assignment process . CSR also operates an Info Line for information on the submission and referral of your application: 301 435-1115.